

How to become a designated EMSAT site

Our office frequently receives inquiries about how to become an EMSAT site. EMSAT stands for EMS Satellite Training, and this program offers one hour of continuing education credit per month statewide. A designated EMSAT site is authorized by the Virginia Office of Emergency Medical Services to issue category one or two CEU credit for attending EMSAT programs. To get this credit, providers must attend a live satellite videoconference at a designated site between 7:30 PM and 8:30 PM, usually on the third Wednesday of the month. To become a designated EMSAT site, you must have regular access to a building with satellite downlink capabilities. Designated sites may be established at squad buildings, fire stations, hospitals, schools, or other community facilities with **C-band satellite receivers**. These are the large, programmable satellite dishes and are not compatible with Primestar or any of the small home dishes. The Office of Emergency Medical Services does not maintain a contract with any satellite providers so procuring a building with an existing satellite receiver, or installing your own satellite dish is the responsibility of each applicant. A designated EMSAT site must also have a television monitor and a telephone. Responsible individuals must agree to function as primary and secondary site coordinators and one of them must be at the site by 7:15 PM on the night of the monthly videoconference. EMSAT site coordinators are responsible for programming satellite coordinates, promoting attendance, disseminating continuing education materials, and filling out evaluations. All of this information is contained in the following application form, which must be completed and approved by our office before any credit is given.

Application for Designated EMSAT Site Status Virginia Office of Emergency Medical Services

Satellite downlink facilities capable of receiving C-band EMSAT teleconferences are available throughout the Commonwealth of Virginia. Examples of viewing sites include:

- 1) Public schools
- 2) Community colleges and 4-year colleges
- 3) Rescue squads and fire departments
- 4) Hospitals
- 5) Extension services and other training facilities

It is the responsibility of the applicant to contact the proposed facility to determine availability, as well as suitability for viewing a live satellite broadcast.

Room Requirements:

A training or classroom arrangement with a TV monitor at least 25" in diameter.

Telephone:

A telephone must be positioned for easy access by the students. Telephones must be able to access the statewide toll-free 800 number.

Acoustics:

The room selected should be in an area removed from high noise generating equipment or high activity sites such as fire or rescue traffic areas. Sound absorbent drapes, carpeting, cork bulletin boards, and acoustical ceiling tile will help minimize room noise.

Lighting:

It is advisable to reduce exterior light by the use of blinds, curtains, or shades. However, room lighting should be of sufficient level to take notes and the seating arrangement should avoid reflections from lighting fixtures, windows, etc.

Designated Site Personnel Requirements

Site Coordinators:

- 1) Each designated site must have two coordinators, a primary and a secondary coordinator.
- 2) Individual appointments will be for one-year intervals. There are no limits on appointments.
- 3) Must be a minimum of 21 years of age.
- 4) All appointments are subject to final approval by the Virginia Office of EMS.

Coordinator Responsibilities:

- 1) Primary coordinator will attend all EMSAT videoconferences unless arrangements are made to have the secondary coordinator there.
- 2) Will keep **current phone numbers and addresses** on file at the VA Office of EMS and regional EMS council office.
- 3) Both the primary and secondary coordinators will be available by phone or pager to the EMS Office and Regional EMS Council Office two days prior to EMSAT.
- 4) Will remain at the site for the entire program, arriving no less than 15 minutes prior to the broadcast and remaining until the last person has left. Will assure site is left in an appropriate manner.
- 5) Will act as liaison between the EMS Office and the chosen downlink facility. Will provide all necessary satellite data from the EMS Office to the satellite operator.
- 6) Will assure site is operational. If site is not operational, the coordinator will provide cancellation notice through a locally adopted policy.

- 7) Will provide administrative assistance for the continuing education program as it pertains to completing the following:
- 1) Roster form.
 - 2) Continuing education cards.
 - 3) Mailing of continuing education forms and program evaluation forms to the Office of EMS.

The Office of Emergency Medical Services appreciates your interest and cooperation in EMSAT. Please review all of the information contained in this application, and get the appropriate signatures from the primary and secondary site coordinators, an official of the proposed downlink facility (if separate from your agency), and a representative of your local Regional EMS Council. **Signatures on this page constitute agreement with the requirements listed on this form. After obtaining the necessary signatures, please return pages 3 & 4 to the Virginia Office of Emergency Medical Services.** Keep the other pages for your records. You should be notified of the status of your application within a month of submitting this page.

----- (site name)

----- (site address)

----- (site phone # to be used by attendees)

----- (facility official and title)

----- (signature of facility official) ----- (date)

----- (primary site coordinator)

----- (address)

----- (work phone #) ----- (home phone #)
or pager

----- (signature of coordinator) ----- (date)

----- (secondary site coordinator)

----- (address)

----- (work phone #) ----- (home phone #)
or pager

----- (signature of coordinator) ----- (date)

----- (Regional EMS Council official)

----- (work phone)

----- (signature) ----- (date)

----- (application submitted by)

----- (Address)

----- (work phone) ----- (date)

Office of Emergency Medical Services
Department of Educational Development
109 Governor Street, Madison Bldg., Suite UB-55
Richmond, Virginia 23219
800 523-6019
804 864-7600

For more information on becoming a designated EMSAT site, please contact Tracie Jones at (800) 523-6019 (statewide), or (804) 864-7627 (Richmond).